

INVITATION TO BID

SOLICITATION TITLE: Sewage Grinder Service, DOA
SOLICITATION NUMBER: 7550938
BID PROPOSAL SUBMISSION DEADLINE: September 27, 2016 at 11:00 AM

PREBID CONFERENCE

☐ NONMANDATORY

☐ **MANDATORY** → Bidder must attend the mandatory prebid conference. The bidder's representative must register with the Division of Purchases at the mandatory prebid conference and identify the bidder he or she represents.

Location: There is NO Pre-Bid Conference for this bid.

Date:

Time: Choose an item.

QUESTIONS about this solicitation must be emailed and received by the Division of Purchases at doa.purconstruction@purchasing.ri.gov no later than Friday, September 16, 2016, 5:00 PM, in a Microsoft Word attachment with the corresponding solicitation number. Questions, if any, and responses will be posted on the Division of Purchases website at www.purchasing.ri.gov as an addendum to this solicitation

BID BOND REQUIRED: ☒ NO
☐ YES

PAYMENT AND PERFORMANCE BOND REQUIRED: ☒ NO
☐ YES

SPECIFICATIONS AND PLANS: ☒ NO
☐ YES → See Electronic Solicitation Bidding Information.
Click on the online active "D" link in the "info" column.

Continued onto next page



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RIVIP REGISTRATION: Bidders must be registered vendors through the online Division of Purchases Rhode Island Vendor Information Program at www.purchasing.ri.gov. To register or update information, click on "Vendor Center," then "Vendor Information" from the dropdown menu on the left.

BIDDER CERTIFICATION COVER FORM: Bidders must download (obtainable at www.purchasing.ri.gov), complete, and submit a Bidder Certification Cover Form with each bid proposal.

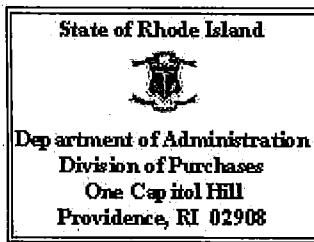
The State of Rhode Island through its, Department of Administration, Division of Purchases, is soliciting bid proposals to perform the work described in the plans and specifications dated attached For the Project in accordance with this solicitation.

Bidders are invited to submit bid proposals to the Division of Purchases by the bid proposal submission deadline.

This solicitation contains, and is subject to the terms and conditions of, the Invitation to Bid, Instructions to Bidders, Bid Preparation Checklist (with applicable forms), Agreement, General Conditions, any Supplemental Conditions, Specifications and Plans, Bidder Certification Cover Form, and Bid Form. The solicitation is available at www.purchasing.ri.gov.

The award of the contract pursuant to this solicitation will be made to the responsive and responsible bidder with the lowest bid price. *The Division of Purchases reserves the right to waive any technicalities in the bid proposals, accept or reject any bid proposal, award a contract in the best interest of the State, or revoke any solicitation.*

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INVITATION TO BID

Electronic Solicitation Bidding Information

Downloading and Accessing Additional Electronic Solicitation Files

Accessing electronic files on the purchasing website will require Adobe viewer. All bid solicitations that include a "D" in the "Info" column will require WinZip 8.1 software. The WinZip file may contain one or more files. These files may require additional software such as Microsoft Office.

Specifications that have a file for download are marked with a "D" in the "Info" field of the bid search results page located on the Purchasing website. The "D" will indicate an active link to the WinZip file until the bid reaches its opening date. Clicking on the active "D" link will allow you to open or save the WinZip file associated with the bid. Opening the WinZip file will offer you the option of saving to your local computer.

Once saved, you can open the WinZip file and view the files. The individual files can be saved to your computer in a location such as "Desktop" or "My Documents".

Buyer Name: John F. O'Hara II, Title: Chief Buyer



State of Rhode Island Department of Administration
Division of Purchases

REVISED
November 20, 2013

NOTICE TO VENDORS

Each bid proposal for a *public works project* must include a "public copy" to be available for public inspection upon the opening of bids. **Bid proposals that do not include a copy for public inspection will be deemed nonresponsive.**

The public copy must be submitted in .pdf (portable document file) format on a *read-only* CD-R media disc. The disc must include *all of the documents* submitted in response to the solicitation concatenated or merged into one file. The file must be named in the following manner:

BidNumber_DateofBid_VendorName_VendorID.pdf

The Bidder Certification Cover Form contains all of the information for the file name. The date of bid must appear as mm-dd-yyyy. The vendor name must appear as one word, with no spaces or punctuation. Underscores must separate the fields.

Example: 7543210_11-08-2013_OceanStateCompanyInc_9867.pdf

The public copy disc must be separately enclosed in a protective cover clearly marked "Public Copy" and include the following information (all available from the Bidder Certification Cover Form): (1) title of solicitation; (2) name of bidder and RIVIP vendor ID number; (3) bid number; and (4) date of bid.

The public copy may redact any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the "Access to Public Records Act," R. I. Gen. Laws §§ 38-2-1 *et seq.*

For further information on how to comply with this statutory requirement, see R. I. Gen. Laws §§ 37-2-18(b) and (j). Also see Procurement Regulation 5.11 accessible at www.purchasing.ri.gov



Request for Quote

Page 1 of 2

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
ONE CAPITOL HILL
PROVIDENCE RI 02908

CREATION DATE : 09-SEP-16

BID NUMBER: 7550938

TITLE: Sewage Grinder Service, DOA

BLANKET START : 01-OCT-16

BLANKET END : 30-JUN-19

BID CLOSING DATE AND TIME: 27-SEP-2016 11:00:00

BUYER: Ohara 2nd, John F
PHONE #: 401-574-8125

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ONE CAPITOL HILL, 4TH FLOOR
SMITH ST
PROVIDENCE, RI 02908
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DOA CENTRAL SERVICES
ONE CAPITOL HILL, 2ND FLOOR
SMITH ST
PROVIDENCE, RI 02908
US

Requisition Number: 1474284

Line	Description	Quantity	Unit	Unit Price	Total
1	Blanket Requirement: October 1, 2016 - June 30, 2019. Complete inspection of sewage grinder and auger screen operation. 10/1/2016 - 6/30/17 COMPLETE INSPECTION OF SEWAGE GRINDER AND AUGER SCREEN OPERATION	2.00	Semiannual		
2	7/1/2017 - 6/30/18 COMPLETE IN SPECTION OF SEWAGE GRINDERS & AUGER SCREEN OPERATION	2.00	Semiannual		
3	7/1/2018 - 6/30/19 COMPLETE IN SPECTION OF SEWAGE GRINDERS & AUGER SCREEN OPERATION	2.00	Semiannual		
4	10/01/2016- 6/30/2017 INSPECT PRIMARY & SECONDARY SETTLING TANK EQUIPMENT	1.00	Each		
5	7/1/2017 - 6/30/2018 INSPECT PRIMARY & SECONDARY SETTLING TANK EQUIPMENT	1.00	Each		
6	7/1/2018 - 6/30/2019 INSPECT PRIMARY & SECONDARY SETTLING TANK EQUIPMENT	1.00	Each		
7	10/1/16 - 6/30/17 Hourly labor rate on site - Mechanical	1.00	Hour		
8	7/1/17 - 6/30/18 Hourly labor rate on site - Mechanical	1.00	Hour		
9	7/1/18 - 6/30/19 Hourly labor rate on site - Mechanical	1.00	Hour		
10	10/1/16 - 6/30/17 Overtime Hourly labor rate on site - Mechanical	1.00	Hour		
11	7/1/2017 - 6/30/18 Overtime Hourly labor rate on site - Mechanical	1.00	Hour		
12	7/1/2018 - 6/30/19 Overtime Hourly labor rate on site - Mechanical	1.00	Hour		
13	10/1/2016 - 6/30/2017 Labor -	1.00	Hour		

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer



Request for Quote

Page 2 of 2

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PHONE #: 401-574-8125

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ONE CAPITOL HILL, 2ND FLOOR
SMITH ST
PROVIDENCE, RI 02908
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Requisition Number: 1474284

Line	Description	Quantity	Unit	Unit Price	Total
	controls/electrical/instrumentation				
14	7/1/2017 - 6/30/2018 Labor - controls/electrical/instrumentation	1.00	Hour		
15	7/1/2018 - 6/30/2019 Labor - controls/electrical/instrumentation	1.00	Hour		
16	10/1/2016 - 6/30/2017 Labor - OT controls/electrical/instrumentation	1.00	Hour		
17	7/1/2017 - 6/30/2018 Labor - OT controls/electrical/instrumentation	1.00	Hour		
18	7/1/2018 - 6/30/19 - OT controls/electrical/instrumentation 10/1/16 - 6/30/19 Materials at Manufacturer's List Price Less ____%. (Cost plus is not acceptable).	1.00	Hour		

Delivery: _____

Terms of Payment: _____

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
Division of Facilities Management
ESH/Zambarano Unit
2090 Wallum Lake Road
Pascoag, RI 02859
(401) 567-5565 FAX (401) 567-4006

May 20, 2016

WWTF

- 1- Primary and Secondary Settling Tanks biannual inspection and repair.
Little Rhody Machine Repair, Inc.
7 Alice Street
Coventry, RI 02816
401-828-1919
FAX 401-828-1013

DWTF

- 1- D E Filtration System
Westfall Manufacturing Co.
15 Broad Common Road
Bristol, RI 02809-2721
401-253-3799
FAX 401-253-6530
- 2- Low and High lift Pumps
American Marsh Pumps
185 Progress Rd
Collierville, TN 38017
901-860-2300
- 3- MIEX ION Exchange Unit
IXOM Watercare
33101 East Quincy Ave.
Watkins, CO 80137
303-268-5000
FAX 303-268-5250

4- FLYGT Pumping Station
Xylem Water Solutions Manufacturing AB
361 80 Emmaboda
Sweden

5- Valves
KECKLEY Company
3400 Cleveland Street
PO Box 67
Skokie, IL 60076
1-800-532-5539

SPECIFICATIONS FOR AN AGENCY PRICE AGREEMENT TO MAINTAIN & SERVICE GRINDER/AUGER SEWAGE HANDLING EQUIPMENT

SCOPE OF SERVICES:

TO MAINTAIN AND SERVICE ALL EQUIPMENT AND COMPONENTS IDENTIFIED IN ACCORDANCE WITH MANUFACTURER RECOMMENDATIONS AND REQUIREMENTS. TECH MUST REVIEW ATTACHED 10 PAGE MAINTENANCE INFORMATION UNDERSTANDING THE FREQUENCY OF INSPECTIONS ARE BASED ON NORMAL OPERATION/USAGE AND SHOULD BE ADJUSTED BASED ON THE USAGE AND OPERATIONAL ENVIRONMENT. MORE FREQUENT INSPECTIONS ARE ENCOURAGED IF THE EQUIPMENT IS OPERATING IN A HARSH ENVIRONMENT. PLEASE CONSULT O&M MANUAL ON FILE IN FACILITIES OFFICE.

1. Visit the Pastore Center Campus located in Cranston, RI on a semi-annual basis (every six months) to systemically check and operate all electrical, control, and mechanical equipment associated with the sewage grinders, augers and auger screens.
2. Visit the Zambarano Campus located in Pascoag, RI once per year to inspect the chains links, pins and paddles in the primary and secondary settling tanks.
3. Maintain and service all Pastore Center/DOC grinder/auger equipment and components as identified in accordance with manufacturer recommendations and requirements.
4. Maintain and service all Zambarano WWTF equipment and components as identified in accordance with manufacturer recommendations and requirements.
5. Prepare and submit letter reports to the owner summarizing the inspections of the grinders, augers and settling tank chains including field notes, deficiencies if any, quote to repair and estimated completion date.
6. Provide 24-hour on-call service for the Zambarano waste water treatment plant equipment and the Pastore Center sewage grinders and augers on an as requested basis. All repair maintenance, if necessary, will be performed at a time this expense basis.

PROCEDURE:

Pastore Center Grinder/Auger Units Semi-Annual Inspection:

1. Inspect cutters on the grinders to ensure the waste debris is shredding into small pieces.
2. Inspect the augers to ensure that it is carrying the shredded debris up the auger and to its waste container destination.
3. Inspect the auger nylon brushes for wear so that they are keeping the flow screen cleaned. This component is attached to the auger base.
4. Inspect motors on the grinders, such as motor temperature and sound.
5. Inspect bearings on the grinders by vibration and sound.
6. Inspect gear box for augers by temperature and sound.
7. Inspect that there is good sewer flow and no obstructions in the sewer trough system.
8. Inspect that the auger nylon brushes flow screening cleaning mode, the auger stops for 2 seconds, runs in reverse for approximately 6 seconds and returns to forward motion.
9. Inspect other equipment such as lighting, water lines, electric heating units and over all any other unordinary conditions that might exist pertaining to the building.
10. Inspect electrical components at the control panel located outside the building such as; takes readings of voltage and amperage for the grinders and augers when the units are in the running mode.
11. Vendor to submit a report of their findings and a quote if necessary for repairs needed.

Building Locations of Sewer Auger Grinders:

1. Pontiac Avenue across from Waste Management.
2. Pontiac Avenue at the R.I. Lottery.

In Ground Sewer Grinder Locations:

1. Maximum Security East side of prison wall. ACI
2. Entrance to High Security off Power Road. ACI
3. South end against security fence at the Intake Center. ACI

Other

The O & M Manual can be located at the Division of Capital Asset Management & Maintenance Facilities Office at:

19 Foster Road
Cranston, R.I.
02920

REPAIRS AND CORRECTIONS THAT ARE MADE DURING THE INSPECTION WILL BE NOTED ON THE VENDOR REPORT. IF ANY COMPONENTS/SYSTEM DEVICES CANNOT BE CORRECTED AT THE TIME OF INSPECTION, VENDOR MUST ALERT DCAMM FACILITIES WHO WILL CREATE CORRECTIVE MAINTENANCE WORK ORDER(S) PRIOR TO THE END OF THE FACILITY STAFF'S SHIFT. THE CORRECTIVE MAINTENANCE WORK ORDER WILL INDICATE THE ACTION LEVEL AS BEING EMERGENCY, HIGH, MEDIUM OR LOW DESIGNATION.

VENDOR MUST SUBMIT A COPY OF THE FIELD INSPECTION REPORT TO DCAMM FACILITIES OFFICE PRIOR TO LEAVING THE FACILITY.

NOTE: DCAMM STAFF MUST REPORT AND DOCUMENT ALL DEFICIENCIES NOT RESOLVED AT THE TIME OF INSPECTION AND/OR TESTING VIA THE WORK ORDER SYSTEM PRIOR TO THE END OF THE FACILITY STAFF'S SHIFT.

ATTACHMENTS:

List of Zambarano WWTF Equipment

SECTION 6

MODEL 40000 MACHO MONSTER CHANNEL CONFIGURATION

MAINTENANCE INFORMATION

6.1 GENERAL

This section defines grinder maintenance actions/guidelines, problem analysis, tools, lubricants, and parts and drawing information. Please contact the JWC Environmental® customer service department as defined in Section 1 or, contact your local service representative if you have any questions on the maintenance information.

6.2 MAINTENANCE

The following paragraphs define grinder maintenance tasks. (See Table 6-1 for a summary of these tasks.)

TABLE 6-1. MAINTENANCE REQUIREMENTS

MAINTENANCE OPERATION ^A	FREQUENCY ^B	LUBRICANT ^C	COMMENTS
Cutter Wear	Not Applicable	Not Applicable	See Paragraph 6.2.4
Cutter Stack Tightness	D	Not Applicable	See Paragraph 6.2.5
Inspect Fasteners	12 Months	Not Applicable	See Paragraph 6.2.6
Inspect seals and bearings	12 Months	Petrolon Slick 50MPG	See Paragraph 6.2.7
Grease gears	E	Cato-Mystic JT-6 HI Temp	See Paragraph 6.5.3

^A Thirty (30) minutes minimum/sixty (60) minutes maximum for each of the tasks identified unless otherwise noted.
^B Time periods are based on normal operation usage and, should be adjusted by the individual grinder users based on their usage and operational environment. More frequent inspections are encouraged if the grinder is operating in a harsh environment.
^C See this section for a list of recommended lubricants and alternates.
^D Task to be performed on a regular basis. Scheduling is established by the user based on users own unique resources and operating/installation environment.
^E Gears are greased once a year or during reassembly whichever occurs first.

6.2.1 PARTS/TOOLS/MATERIALS

NO special parts, tools, and/or materials are required in the performance of the maintenance tasks described in this section.

6.2.2 MAINTENANCE GUIDELINES

The following guidelines should be observed during maintenance.

WARNING: AVOID SERIOUS INJURY FROM ACCIDENTAL POWER APPLICATION. VERIFY AND ASSURE POWER TO THE CONTROLLER IS LOCKED OUT AND TAGGED.

- A. ISOLATE FLOW THROUGH THE PIPE LINE AS REQUIRED TO AVOID INJURY AND/OR DAMAGE FROM FLOW PRESSURES AND/OR INFLUENT.
- B. AVOID SERIOUS INJURY FROM ACCIDENTAL POWER APPLICATION. OPEN, LOCKOUT, AND TAG POWER TO THE CONTROLLER.
- C. DISCONNECT AND TAG THE DRIVE ASSEMBLY POWER LINES AND COMPONENTS AS DESCRIBED IN THE DRIVE ASSEMBLY OPERATING AND MAINTENANCE MANUAL/INSTRUCTION.
- D. USE EXTREME CARE WHEN USING ANY SOLVENT. HEALTH HAZARDS EXIST DUE TO RISK OF FIRE AND/OR EXPLOSION.
- E. WEAR EYE PROTECTION. COMPLY WITH ALL OSHA AND OTHER LOCAL/GOVERNMENT MAXIMUM AIR PRESSURE AND AIR PRESSURE USE REQUIREMENTS.
- F. Steam clean and disinfect ALL parts except the drive assembly, seal assemblies, and bearings.
- G. Clean ALL gasket surfaces of ALL gasket material before installing a new gasket.
- H. Clean end housing bores thoroughly with solvent (MEK, Acetone or equivalent). Replace the housing if the bores are scored, pitted, or other damage is identified.
- I. Replace seal assemblies indicating excessive wear.
- J. Replace parts that are cracked or that indicate excessive wear.
- K. Mating surfaces of the top and bottom seal assemblies of both the drive and driven side shaft assemblies must be clean and polished. If the mating surfaces of ANY seal assembly are NOT clean and polished replace the complete seal assembly.
- L. Clean ALL shaft assembly bearings and replace if wear is indicated. Sealed bearings CAN NOT be regreased. Replace bearings if damaged or signs of wear are identified.

6.2.3 PREPARATION FOR MAINTENANCE

Prepare the grinder for maintenance as follows when defined for the maintenance action.:

- A. Remove grinder from the installation as described in Section 3.
- B. Verify grinder has been positioned on a four inch tall wooden block base or equivalent and, **IS NOT** resting on the side rails.
- C. Remove drive assembly, if defined as part of the maintenance action, as described in the applicable drive assembly manual. If drive assembly is NOT being removed verify drive assembly power and control lines are, as necessary, covered/plugged to prevent damage and contamination.
- D. Hose out cutting chamber thoroughly and disinfect. **DO NOT** steam clean and or disinfect the drive assembly, bearings, and/or seal assemblies.

6.2.4 CUTTER WEAR

Cutter wear is determined when the grinder can NO longer reduce solids without excessive jamming.

6.2.5 CUTTER STACK TIGHTNESS

Cutter stack tightness is normally checked every six (6) months, however, when down stream particle size is observed to be greater than normal or an increase in unit vibration is detected the cutter stack should be inspected and tightened as described in the following paragraphs.

6.2.5.1 QUICK CHECK INSPECTION

Perform the following cutter stack inspection with the Muffin Monster installed in the line

NOTE: Item reference numbers refer to item callouts on Figure 4-1.

- A. **ISOLATE FLOW THROUGH THE CHANNEL AS REQUIRED TO AVOID INJURY AND/OR DAMAGE FROM FLOW PRESSURES AND/OR INFLUENT.**
- B. **OPEN, LOCKED OUT, AND TAG POWER TO THE CONTROLLER.**
- C. **DISCONNECT AND TAG INPUT POWER TO THE DRIVE ASSEMBLY AS DEFINED IN THE DRIVE ASSEMBLY OPERATION AND MAINTENANCE MANUAL**
- D. Insert long, heavy duty screwdriver firmly between a pair of adjacent cutters on the drive shaft and apply vertical pressure (parallel to shaft). If **ANY** play or movement is detected proceed to Step E. If **NO** play or movement is detected repeat the inspection using a pair of adjacent cutters on the driven shaft. If there is still **NO** play or movement proceed to Step F.
- E. Remove the grinder from the channel as described in Section 3 and proceed to Paragraph 6.2.5.2 and perform the "Detail Cutter Stack Tightness Inspection."
- F. Connect drive assembly input power leads, remove power lockouts, and resume flow through the channel.
- G. Complete **ALL** required customer/user inspection and records/forms.

6.2.5.2 DETAIL CUTTER STACK INSPECTION

The following cutter stack inspection is performed when the grinder has been removed from the installation.

NOTE: Item reference numbers refer to item callouts on Figure 4-1 and 4-2.

- A. Verify the grinder has been removed from the installation as described in Section 3.
- B. Remove socket head cap screws (14), bottom cover (23), and bottom cover gasket (15).
- C. Verify bottom cover (23) and bottom end housing (21) interfacing surfaces are clean of **ALL** bottom cover gasket (15) material.
- D. Loosen, but **DO NOT** remove, side rail socket head cap screws (19). Side rail socket head cap screws (19) are loosened to allow free movement of the bottom end housing (21) while the drive and driven shafts jam nuts (41) are tightened to the 120 ft. lb (167 Nm) torque requirement.
- E. Loosen, but **DO NOT** remove, the drive (38) and driven (39) shaft jam nuts (41).
- F. Apply "Loctite" (adhesive/sealant) to **ALL** exposed drive (38) and driven (39) shaft threads.
- G. Tighten the drive shaft (38) jam nut (41) to 120 ft. lb (160 Nm) of torque.
- H. Repeat Steps F and G for the driven shaft (39).

6.2.5.2 DETAIL CUTTER STACK INSPECTION (Cont'd)

- I. Insert long, heavy duty screwdriver firmly between a pair of adjacent cutters on the drive shaft (38) and apply vertical pressure (parallel to shaft). If **ANY** play or movement is detected, repeat Steps F through I. If **NO** play or movement is detected repeat the inspection using a pair of adjacent cutters on the driven shaft. If the stack is still loose, cutters and spacers are undersized and replacement is required. (Refer to Section 4 for the applicable disassembly instructions and to Section 5 for the applicable assembly instructions.) If tightness of the cutter stack is verified proceed to Step J.
- J. Tighten side rail socket head cap screws (26) assuring each side rail (25) is flush with the bottom and top end housings (19).
- K. Install bottom cover (23) with **NEW** bottom cover gasket (15) and secure with socket head cap screws (14).
- L. Complete **ALL** required customer/user inspection and records/forms.
- M. Install the grinder as described in Section 2.

6.2.6 FASTENERS INSPECTION

Although the grinder has a minimum of vibration, inspect the fasteners every three (3) calendar months and tighten as necessary.

6.2.7 SEAL ASSEMBLY INSPECTION

Inspect seal assembly every twelve (12) calendar months, or 8760 operating hours as defined in Paragraphs 6.2.7.1 and 6.2.7.2. When completed install the grinder, connect the drive assembly, verify **ALL** fittings are secure and, perform the checkout defined in applicable Controller manual.

6.2.7.1 BOTTOM BEARINGS AND SEALS

Perform an inspection of the bearings and seals in the bottom housing as described in the following procedure.

NOTE: Disassembly of the bearing and/or seal cartridge is **NOT APPLICABLE**. The bearing and seal cartridge are supplied as a factory assembled component. Any attempt to repair the bearing and/or seal cartridge or any of its components (bearing and/or seal assembly) will degrade its operational effectiveness. **DO NOT ATTEMPT TO GREASE THE BEARING AND/OR SEAL CARTRIDGE. THE BEARING AND SEAL CARTRIDGE CAN NOT BE GREASED. REPLACE IF DAMAGED OR WEARING IS OBSERVED.**

NOTE: Item reference numbers refer to item callouts on Figure 4-2.

- A. Prepare the grinder for seal inspections as defined in Paragraph 6.2.3.
- B. Remove socket head cap screws (14) from bottom cover (23).
- C. Remove bottom cover (23) and bottom cover gasket (15).
- D. Remove old gasket (15) material from the bottom cover (23)/bottom end housing (21) gasket mating surfaces.
- E. Inspect inside of bottom end housing (21) for contaminants. If **ANY** contaminants are found, the bearings and seals have worn and must be replaced. (Refer to Sections 4 and 5 for end housing disassembly and assembly instructions.) Proceed to Step F if **NO** contaminants are found.

6.2.7.1 BOTTOM BEARINGS AND SEALS (Cont'd)

- F. Verify bottom cover (23)/bottom end housing (21) mating surfaces are clean of **ALL** gasket (15) material.
- G. Install bottom cover (23) with new bottom cover gasket (15) on the bottom end housing (21).
- H. Secure bottom cover (23) with socket head cap screws (14). Tighten cap screws (14).
- I. Complete **ALL** required customer/user inspection records and forms.

6.2.7.2 TOP BEARINGS AND SEALS

Perform an inspection of the bearings and seals in the top housing as described in the following procedure.

NOTE: Disassembly of the bearing and/or seal cartridge is **NOT APPLICABLE**. The bearing and seal cartridge are supplied as a factory assembled component. Any attempt to repair the bearing and/or seal cartridge or any of its components (bearing and/or seal assembly) will degrade its operational effectiveness. **DO NOT ATTEMPT TO REPAIR OR GREASE THE BEARING AND/OR SEAL CARTRIDGE. THE BEARING AND SEAL CARTRIDGE CAN NOT BE GREASED. REPLACE IF DAMAGED OR WEARING IS OBSERVED.**

NOTE: Item reference numbers refer to item callouts on Figures 4-1 and 4-2.

- A. Prepare the grinder for seal inspections as defined in Paragraph 6.2.3.
- B. Remove the drive assembly as described in the applicable drive assembly Operation and Maintenance/Instruction manual.
- C. Remove socket head cap screws (14) and lock washers (13) securing the top cover (12) to the top end housing (17).
- D. Remove top cover (12) and top cover gasket (15).
- E. Remove **ALL** old gasket (15) material from the top cover (12)/top end housing (17) mating surfaces.
- F. Inspect inside of top end housing (17) for contaminants. If **ANY** contaminants are found, the bearings and seals are worn and must be replaced. (Refer to Sections 4 and 5 for end housing disassembly and assembly instructions.) Proceed to Step G if **NO** contaminants are found.
- G. Verify top cover (12) and top end housing (17) mating surfaces are clean of **ALL** gasket material.
- H. Install a **NEW** top cover gasket (15).
- I. Secure top cover (16) to the top end housing (19) using lock washers (15) and socket head cap screws (14).
- J. Install the drive assembly as described in the applicable drive assembly Operation and Maintenance/Instruction manual.
- K. Complete **ALL** required customer/user inspection records and forms.

6.2.8 PAINTED SURFACE MAINTENANCE

The extent and detail associated with maintaining scratched or otherwise damaged painted equipment surfaces is dependent upon the severity of the operational environment, materials processed by the equipment, and the users individual maintenance requirements.

6.2.8.1 MATERIALS

The following materials are required for maintaining the equipment painted surfaces:

- A. Green Synthetic primary or equivalent.
- B. Cleaning and disinfectant agents. (User option as defined by user facility material requirements.)
- C. Paint thinner. (User option as defined by user need to reduce consistency of the paint to a level suitable for application.)
- D. Applicators (paint brush, paint sprayer). (User Option as defined by area to be covered and local user requirements.)
- E. Top coat paint. (User option. NOT required at time of equipment assembly and delivery.)

6.2.8.2 PROCEDURE

The following procedure outlines the instructions and procedures to be followed when "touch-up" of scratched or otherwise damaged painted equipment surfaces.

- A. Remove the grinder from the installation as described in Section 3.
- B. Steam clean and disinfect **ALL** parts except the drive assembly and seal assemblies.
- C. Inspect the grinder for areas requiring clean-up prior to touch-up paint application.

NOTE: All areas requiring touch-up paint should be clean, dry, and free of all surface oils, dirt, loose rust, and/or paint chips.

WARNING: FLAMMABLE VAPORS MAY FORM EXPLOSIVE MIXTURE WITH AIR. PERFORM ALL SURFACE PREPARATION AND PAINTING IN A WELL VENTILATED NO SMOKING AREA THAT IS IN COMPLIANCE WITH ALL APPLICABLE SAFETY REGULATIONS. AVOID PROLONGED EXPOSURE TO VAPORS. USE AN AIR RESPIRATOR/AIR MASK AND CHEMICAL SAFETY GOGGLES/FACE SHIELD.

- D. Clean all areas identified in Step C by scraping, scrubbing, and/or wire brush. Sterilize, disinfect, and air dry the cleaned surfaces areas.
- E. Apply the number of primer coats defined by the user and as determined by operational and environmental conditions and materials to be processed. Allow to dry for the period defined by the manufacturer of the primer.
- F. Assemble the grinder as necessary and install as defined in Section 2.

6.3 PROBLEM ANALYSIS

The grinder is designed to operate smoothly and quietly. If **ANY** excessive noise or temperature rise is noted, stop operation, and inspect the unit. Please contact our Customer Service Department as defined in Section 1 or, contact your local service representative if you have **ANY** questions or require any clarifications on grinder servicing. See Table 6-2 for grinder potential problems and possible solutions. Refer to the Controller, Drive Assembly, and applicable options manual for potential Controller, drive assembly, and/or options related problems and possible solutions.

TABLE 6-2. PROBLEM ANALYSIS

Potential Problem	Possible Solution
Drive Assembly NOT operating properly.	Refer to the applicable drive assembly Operation and Maintenance Manual/Instruction
Grinder making noise.	Inspect cutters for burrs.
	Check side rail and cutters for evidence that off-center cutter is hitting side rail.
	Check for broken cutter or spacer.
	Inspect top and bottom seals for ANY indication of seal failure. Contamination found in the end housing indicates that the seals and bearings have worn and must be replaced.
	Check the drive and driven shaft for ANY indication of a bent or broken shaft.
Driven shaft not turning.	Check for broken/missing driven shaft gear key.
	Check for broken driven shaft.
	Check drive assembly for any signs of damage or irregular drive shaft movement. Replace if required.
Drive and driven shaft not turning.	Check drive shaft coupling key. Replace if broken/missing.
	Check drive shaft gear key. Replace gear key if broken/missing.
	Check for broken drive shaft.
	Check for broken drive shaft below the gear.
Grinder shaft bobbing up and down.	Check drive and driven shaft jam nuts. If loose tighten as necessary.
	Inspect seal cartridges. Contamination found in the end housing indicates that the seals and bearings have worn and must be replaced.
	Inspect retaining rings. If broken replace. If NOT in groove inspect the ring for damage. Replace if ring is damaged.
Seal failure.	Inspect seal cartridges for wear. If obvious signs of damage, excessive wear, or the mating surfaces show signs of dullness replace parts indicating wear (i.e. Races, Seal Wedge, O-rings).
	Inspect cutters and spacers for wear. If worn thin replace.
	Inspect cutters or spacers for obvious signs of damage. Replace as required.
Hole worn through side rail.	Inspect bearing. Contamination found in the end housing indicates that the seals and bearings have worn and must be replaced.
	Check the drive and driven shaft for ANY indication of a bent or broken shaft.

6.4 TOOLS

Table 6-3 identifies the tools required to support the maintenance, assembly, and disassembly of the grinder. **ALL** normal grinder service and maintenance can be accomplished with these tools. **NO** special tools are required. Refer to the grinder configuration related equipment manuals/instructions for the tools required to support the related units.

TABLE 6-3. TOOL LIST

SIZE ^A	DESCRIPTION	QTY	SIZE ^A	DESCRIPTION	QTY
5-7/16 in. (140 mm)	Pliers, Needle Nose	1	7/16	Hex Bit, 3/8 in. Square Drive	1
1 lb (0.5 kg)	Hammer, Ball Peen	1	5/16	Socket, 3/8 in. Square Drive	1
3/8 in.	Wrench, Open End Box	1	3/8	Socket, 3/8 in. Square Drive	1
5/8 in.	Wrench, Open End Box	1	7/16	Socket, 3/8 in. Square Drive	1
7/8 in.	Wrench, Open End Box	1	3	Extension, 3/8 in. Square Drive	1
7 in. Spread	Gear Puller, 6 tn. (9000 N) Capacity	1	3/8	Ratchet, 3/8 in. Square Drive	1
8 in. (200 mm)	Wrench, Adjustable, 1 in. Opening	1	1-1/2	Socket, 3/4 in. Square Drive	1
5/16 in.	Hex Bit, 3/8 in. Square Drive	1	0-150 ft. lb (0-200 Nm)	Torque Wrench, 3/4 in. Square Drive	1
3/8 in.	Hex Bit, 3/8 in. Square Drive	1	1/8	Wrench, Allen	1
1-1/2 in.	Scraper, Gasket	1	0.108 in. Tip Diameter	Pliers, Snap Ring	1

^A All sizes are in inches unless otherwise specified.

6.5 LUBRICATION

The following paragraph identifies the lubricants recommended for the grinder. Please refer to Sections 4 and 5 for grinder component lubrication requirements, guidelines, and procedures. Please contact the JWC Environmental® Customer Service Department as defined in Section 1 or contact your local service representative if you have **ANY** questions on lubrication requirements, guidelines, or the lubricants recommended.

6.5.1 LUBRICANTS

Table 6-4 lists the lubricants recommended for the grinder.

6.5.2 LUBRICATION GUIDELINES

The grinder drive and driven gears (Items 21 and 22, Figure 4-2) are greased once a year or as part of grinder assembly after disassembly process whichever occurs first and is not considered a routine maintenance activity.

NOTE: DO NOT ATTEMPT TO REPAIR OR GREASE THE BEARING AND/OR SEAL CARTRIDGE. THE BEARING AND SEAL CARTRIDGE CAN NOT BE GREASED. REPLACE IF DAMAGED OR WEARING IS OBSERVED.

6.5.3 GREASE GEARS

Greasing the grinder gears (Items 26 and 27, Figure 4-1) is performed as part of the grinder assembly process described in Section 5.

TABLE 6-4. RECOMMENDED LUBRICANTS

MANUFACTURER	GREASE
RECOMMENDED GREASES FOR GEARS ^{AE}	
N.L.G.I. GRADE NUMBER: 1 (Approx. 1.0 lb/0.5 kg)	
Cato Oil and Grease Co. ^C	Cato-Mystic JT-6 Hi-Temp. ^B
Chevron Oil Co. ^D	Industrial Grease
Lubrication Division of Fiske Brothers Refining Co. ^D	Lubriplate 930-AA
Gulf Oil Co. ^D	Gulfgem
Mobil Oil Co. ^D	Mobil Temp No. 1
RECOMMENDED GREASES FOR SEALS ^A	
N.L.G.I. GRADE NUMBER: 1 (Light Coating)	
Petrolon, INC. ^C	Slick 50 MPG ^B
RECOMMENDED LUBRICANT/PROTECTANT FOR GENERAL ASSEMBLY	
Zep-45 Manufacturing Company ^C	Zep-45 ^B Aerosol Lubricant
WD-40 Company ^C	WD-40 ^B Aerosol Lubricant
Slide Products, Inc. ^C	Slide No-Rust Preventive Lubricant
^A Avoid using mixtures of different greases. Mixtures of different soap base greases vary in properties such as dropping point, consistency, and leakiness. When standard grease types DO NOT meet your requirements, consult your grease manufacturer. ^B O.E.M. (Original Equipment Manufacturer) ^C Material Safety Data Sheets are available from JWCE [®] for lubricants used by JWCE [®] in the assembly and/or maintenance of JWCE [®] products. ^D Recommended alternate. If user elects to use this alternate the user should contact the lubricant manufacturer/supplier for a current copy of the Material Data Sheet. ^E Greased once a year or as part of unit assembly after disassembly process whichever occurs first. Is NOT considered a routine maintenance activity.	

6.6 PARTS INFORMATION

The parts list included as part of the Parts Information Section of this manual lists the parts applicable to the grinder and identifies replaceable parts. Factory **DOES NOT** recommend the stocking of parts as spares but recommends the user refer to our "**FREE LABOR POLICY**" for an alternative to the stocking of parts which **MAY or MAY NOT** be used. Refer to the Controller, applicable drive assembly manual, and any option Maintenance Instruction for parts information related to the installed grinder system.

6.7 DRAWINGS

Drawings applicable to the grinder are included as an integral part of this manual. Refer to the manuals and instructions related to the installed configuration for the drawings related to the equipment used to control/support the operation of the grinder.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
DIVISION OF PURCHASES
One Capitol Hill
Providence, RI 02908-5855

Tel: (401) 574-8100
Fax: (401) 574-8387
Website: www.purchasing.ri.gov

DIVISION OF PURCHASES INSTRUCTIONS TO BIDDERS PUBLIC WORKS SERVICES (PWS)

Compliance with Instructions to Bidders

These Instructions to Bidders contain terms and conditions that will govern the preparation and submission of a bid proposal and any contract awarded pursuant to this solicitation.

Bidders must comply with each and every requirement of these Instructions to Bidders. Any failure to comply with any requirement may result in the determination of a nonresponsive bid proposal and/or the rejection of the bid proposal.

Priority of Terms and Conditions

The terms and conditions in these Instructions to Bidders *supersede* any and all inconsistent or conflicting terms and conditions in any other provision of any other document in this solicitation or in the bid proposal and govern this solicitation, the bid proposal, and any contract awarded pursuant to this solicitation.

Offer to Contract

Bid proposals constitute an offer to contract with the State of Rhode Island through the Department of Administration Division of Purchases on the terms and conditions contained in the solicitation, the laws of the State of Rhode Island, including all procurement statutes and regulations (available at www.purchasing.ri.gov), and applicable federal and local law, all of which are incorporated into this solicitation and any contract awarded pursuant to this solicitation by this reference.

Addenda

Responses to questions from bidders, interpretations of plans and specifications, changes prior to the bid proposal submission deadline, approvals of any substitutions, and supplemental instructions and terms will be posted as addenda on the Division of Purchases website at www.purchasing.ri.gov, and all addenda become incorporated into this solicitation upon posting. Bidders are responsible for checking the website to determine the issuance of any addenda. No addenda will be posted within the 5-day period preceding the bid proposal submission deadline except for an addendum withdrawing the solicitation or extending the bid proposal submission deadline.

Inspection

The bidder is responsible for carefully reviewing all of the requirements of this solicitation, inspecting the project location, including checking and/or verifying site conditions, any limitations, and other details, prior to preparing and submitting its bid proposal. Claims for additional costs or time resulting from the bidder's failure to inspect and/or verify will not be considered.

Prebid Conference

At the discretion of the State Purchasing Agent, a prebid conference - mandatory or nonmandatory - may be held. Bidders must attend a mandatory prebid conference and are encouraged to attend a nonmandatory prebid conference. The bidder's representative must register with the Division of Purchases at a mandatory prebid conference and identify the bidder he or she represents.

Costs

The bidder is responsible for all costs and expenses to develop and submit a bid proposal in response to this solicitation.

Preparation of Bid Proposal

Bid proposals must be made on the Request for Quote included in the solicitation. The bidder must complete the Unit Price and Total columns for each item listed and include specifications (including specifications where the solicitation requires a particular brand) in a legible manner, printed electronically, typed, or handwritten in ink. Items in catalogs must be clearly marked and pages tabbed. In the event of any contradictory terms, handwritten terms prevail over printed or typed terms, and words prevail over figures. Signatures must be in ink. No additional provisions, conditions, or limitations may be made by the bidder, and any erasures and/or corrections must be initialed in ink by the person signing on behalf of the bidder.

This solicitation contains a Bid Preparation Checklist to assist the bidder in preparing a bid proposal for submission.

Submission of Bid Proposal

Each bid proposal (a complete package, with the signed Bidder Certification Cover Form, signed Request for Quote, Bid Surety, IRS Form W-9, and public copy CD-R media disk) must be submitted in a *separate sealed envelope* with the bidder's name and address and the specific "Solicitation Number," "Solicitation Title," and the "Submission Deadline" marked in the upper left-hand corner of the envelope.

The bid proposal must be delivered to the Division of Purchases (via mail, messenger service, or personal delivery by the bidder) by the date and time specified for the bid proposal submission deadline. Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Division of Purchases or, when delivering a bid proposal in person or by messenger, should allow additional time for parking and clearance through security checkpoints. Bid proposals must be addressed to:

Rhode Island Department of Administration
Division of Purchases
One Capitol Hill, Second Floor
Providence, RI 02908-5855

Bid proposals that are not received by the Division of Purchases by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission.

At the bid proposal submission deadline, bid proposals will be opened and read aloud in public.

Charges

Bid proposals shall include only materials, parts, and labor in the Unit Price and Total. Travel, mileage, or other miscellaneous charges shall not be included in the Unit Price or Total.

Bidder Certification Cover Form

The bidder must download, complete, sign, and submit the Bidder Certification Cover Form for this solicitation as the first document with each bid proposal. The Bidder Certification Cover Form is downloadable with the solicitation from the Division of Purchases website by logging in as a RIVIP vendor and clicking on the applicable "Bid Number."

Public Copy

Bid proposals submitted in response to this solicitation are public records pursuant to the Rhode Island "Access to Public Records Act," R. I. Gen. Laws §§ 38-2-1 *et seq.* Each bid proposal must include a "public copy" to be available for public inspection upon the opening of bids. The public copy must be submitted in .pdf (portable document file) format on a **read-only** CD-R media disk. The disk must include ***all of the documents*** submitted in response to the solicitation concatenated or merged into one file.

The public copy disk must be separately enclosed in a protective cover clearly marked "Public Copy" and include the following information: (1) Solicitation Title; (2) name of bidder and RIVIP vendor ID number; (3) Solicitation Number; and (4) bid proposal submission deadline.

The .pdf file must be named in the following manner:

SolicitationNumber_Bid Proposal Submission Deadline_BidderName_VendorID.pdf

The bid proposal submission deadline must appear as mm-dd-yyyy. The bidder name must appear as one word, with no spaces or punctuation. Underscores must separate the fields.

Example: 7543210_11-08-2013_OceanStateCompanyInc_9867.pdf

The public copy of each bid proposal will be posted on the Division of Purchases website. Bidders may redact in the public copy any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the Access to Public Records Act.

*For Rhode Island Department of Transportation highway and bridge projects, in addition to the Quest Lite compatible electronic copy and one hard copy, the bidder must also include a duplicate original of the Quest Lite compatible electronic copy on a **read-only** CD-R media disk as the "public copy."*

Contractors Registration

The bidder must have and maintain a valid certificate of registration issued by the Contractors' Registration Board throughout the term of the contract awarded pursuant to this solicitation and ensure that its subcontractors, unless exempt from registration, also obtain and maintain valid certificates of registration.

Subcontractors

The bidder must demonstrate that it is able to perform a substantial portion of the work using its own workforce. Any bidder that does not maintain a permanent workforce and/or proposes to perform a disproportionate amount of the work through one or more subcontractors will be considered unqualified. The successful bidder must establish to the satisfaction of the State Purchasing Agent the reliability and responsibility of any subcontractors proposed to perform any work pursuant to this solicitation.

Taxes

The State of Rhode Island is exempt from federal excise taxes and state and municipal sales and use taxes. The bidder shall not include such taxes in any prices in the bid proposal.

Bid Surety

Bidders must furnish, with their bid proposals, either a bid bond from a surety licensed to conduct business in the State of Rhode Island or a certified check payable to the State of Rhode Island in the amount of five (5%) percent of the bid proposal. *(Bidders for Rhode Island Department of Transportation highway and bridge projects must furnish, with their bid proposals, a bid bond from a surety licensed to conduct business in the State of Rhode Island. Certified checks are not permitted for these projects.)* An attorney-in-fact who executes a bond on behalf of the surety must provide a certified current copy of the power of attorney. A successful bidder who fails to submit the additional documentation required by the tentative letter of award and/or fails to commence and pursue the work in accordance with the contract awarded pursuant to this solicitation may forfeit, at the discretion of the State Purchasing Agent, the full amount of the bid surety as liquidated damages. The State will retain the bid surety of all bidders until the earliest of: (i) the issuance of the Purchase Order; (ii) the 61st day following the bid proposal submission deadline; or (iii) the rejection of all bid proposals.

Divestiture of Investments in Iran Requirement

No bidder engaged in investment activities in Iran as described in R.I. Gen. Laws § 37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each bidder submitting a bid proposal or entering into a renewal of a contract is required to certify that the bidder does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws § 37-2.5-3.

Domestic Steel

Any steel products required by the plans and specifications in this solicitation must be formed, extruded, forged, cast, fabricated, or otherwise processed from steel made in the United States.

Withdrawal

A bidder may withdraw its bid proposal at any time prior to the bid proposal submission deadline. Bid proposals are irrevocable for a period of 60 days following the bid proposal submission deadline.

Reservation of Rights

The Division of Purchases reserves the right, at any time, for any reason, in its sole discretion, to: (i) revoke, suspend, or terminate this solicitation; (ii) accept or reject any and all bid proposals, in whole or in part; (iii) waive any technical defects, irregularities, or omissions in any bid proposals; and/or (iv) terminate any contract awarded pursuant to this solicitation, with or without cause.

Award

The State Purchasing Agent, in his or her sole discretion, will award the contract pursuant to this solicitation to the responsive and responsible bidder who submits the lowest responsive and responsible bid proposal. The State Purchasing Agent may determine, in his or her sole discretion, the low bid proposal on the basis of the amount of the Base Bid Price plus the alternates selected in accordance with the Request for Quote. The successful bidder will receive a tentative letter of award from the Division of Purchases with instructions for the bidder to submit further documentation. A binding contract, to the extent of available funds, between the State of Rhode Island and the successful bidder will be formed by the issuance, *and only by the issuance*, of a Purchase Order from the Division of Purchases. The successful bidder shall be authorized to commence work only upon the issuance of the Purchase Order and, in addition, an authorization from the user agency. The issuance of the Purchase Order and the continuation of any contract awarded pursuant to this solicitation is contingent upon the availability of funds.

Prevailing Wages

The successful bidder and its subcontractors must pay their workers at the applicable prevailing wage rates (adjusted every July 1) for the various trades on a weekly basis, pay their workers one and one-half times the applicable prevailing wage rates for each hour worked in excess of 8 hours in any one day or 40 hours in any one week, and submit certified weekly payroll forms on a monthly basis to the user agency. Prevailing wage posters and rate schedules, available at the Rhode Island Department of Labor and Training website at www.dlt.ri.gov, must be posted at the project site.

Occupational Safety

The successful bidder must ensure (if the total contract price is at least \$100,000) that all employees at the project site possess a card issued by the United States Department of Labor certifying successful completion of an OSHA ten (10) hour construction safety program.

Hazardous Substances

The successful bidder must submit a chemical identification list to the Rhode Island Department of Labor and Training upon receipt of a Purchase Order from the Division of Purchases prior to performance of the contract awarded pursuant to this solicitation and make available to all employees a list of any hazardous substances that may present a risk of exposure.

Substitutions

Any proposal in response to a request for substitutions in the solicitation must include the detailed information necessary for a comprehensive evaluation, including (without limitation) the name of the material or equipment of the proposed substitution and a complete description of the proposed substitution, with drawings and performance and test data. Products specified in this solicitation establish a standard of quality, performance, dimension, function, and appearance. Proposed substitutions must meet the standard and will not be considered without the prior written approval of the Division of Purchases. All substitution approvals will be posted, as addenda to the solicitation on the Division of Purchases website.

Licenses

The successful bidder and anyone performing any services on the contract awarded pursuant to this solicitation must possess all of the licenses required by any federal, state, or local law to perform such work.

Insurance

The successful bidder must submit a certificate of insurance that references the solicitation number and names the State of Rhode Island as "certificate holder" and as "additional insured" upon the issuance of the tentative letter of award, on an annual basis during the term of the contract awarded pursuant to this solicitation, and from time to time upon request. The certificate of insurance must state that 20 days' advance notice of cancellation (referencing the solicitation number) will be sent to: Rhode Island Department of Administration, Division of Purchases, One Capitol Hill, Providence, Rhode Island 02908-5855, fax # 401-574-8387, and provide evidence of the following specific types and amounts of insurance:

<u>Type of Insurance</u>	<u>Amount of Coverage</u>
Comprehensive General Liability	
Bodily injury	\$1 Million each occurrence \$1 Million annual aggregate
Property damage	\$500,000 each occurrence \$500,000 annual aggregate
Independent contractors Contractual (including construction "hold harmless" and other types of Contracts or agreements in effect for insured operations) Completed operations Personal injury (with employee exclusion deleted)	
Automobile Liability	
Combined Single Limit	\$1 Million each occurrence
Bodily injury, property damage, including nonowned and/or hired vehicles and equipment	
Workers Compensation	
Coverage B	\$100,000
Environmental Impairment ("pollution control")	\$1 Million or 5% of contract amount, whichever is greater

The State Purchasing Agent reserves the right to accept alternate forms and plans of insurance and/or to require additional or more extensive coverage.

Minority Business Enterprises

The Division of Purchases reserves the right to give additional consideration to bid proposals submitted by minority/women business enterprises certified by the Division of Purchases, Minority Business Office ("MBEs") provided that any such bid proposal is fully responsive to the terms and conditions of this solicitation, and the bid price is determined, in the discretion of the Division of Purchases, to be within a competitive range.

~~Any bidder who does not intend to perform all of the work with its own forces shall recruit and engage MBEs to perform at least 10% of the dollar value of the contract awarded pursuant to this solicitation. To reach that goal, the bidder may allocate up to 60% of its costs for materials and supplies obtained from MBE dealers or 100% of its costs for materials and supplies obtained from MBE manufacturers.~~

The successful bidder must submit a plan to meet this requirement for approval by the Division of Purchases, Minority Business Enterprise Compliance Office within the 21-day period following the tentative letter of award, identifying all MBEs, and must also demonstrate its good faith best efforts to meet these MBE goals. Information about this requirement and a directory of MBEs certified in Rhode Island is available at www.mbe.ri.gov or (401) 574-8670.

Equal Opportunity

The successful bidder must demonstrate a commitment to equal opportunity and submit an affirmative action plan for review by the Rhode Island Department of Administration (State Equal Opportunity Office) within the 21-day period following the tentative letter of award. Information about this requirement is available at www.diversity.ri.gov/eeo/eoophagehome.htm or (401) 222-3090.

Drug-Free Workplace

The successful bidder shall comply, and require that its employees comply, with the State of Rhode Island Drug Free Workplace policy and provide a certificate of compliance within the 21-day period following the tentative letter of award.

Sprinkler Impairment

The successful bidder must comply with the requirements of the State of Rhode Island's insurance carrier for sprinkler impairment and hot work, accessible at the Division of Purchases website at www.purchasing.ri.gov.

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

MULTI YEAR AWARD

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

CHARGES PERMITTED

NO CHARGES OTHER THAN PARTS AND LABOR ON THE JOB - NO TRAVEL, NO MILEAGE, NO MISCELLANEOUS CHARGES, NO PORTAL TO PORTAL.

WORK ORDER LIMITATIONS

IN NO EVENT WILL ANY INDIVIDUAL WORK ORDER EXCEED \$5,000.00 WITHOUT PRIOR APPROVAL OF THE OFFICE OF PURCHASES.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

Foreign Corporations

No foreign corporation or limited liability company may transact business in the State of Rhode Island until it shall have obtained a Certificate of Authority from the Rhode Island Secretary of State, and no foreign limited partnership may transact business in the State of Rhode Island until it shall have obtained a Certificate of Registration from the Rhode Island Secretary of State. The successful bidder, if a corporation or limited liability company, will be required to provide a Good Standing Certificate, and if a limited partnership, will be required to provide a Letter of Legal Existence, issued by the Rhode Island Secretary of State within the 21-day period following the tentative letter of award.

Campaign Finance

The successful bidder who has contributed, within the 24 months preceding the contract award, an aggregate amount of more than \$250.00 within a calendar year to any Rhode Island general officer, candidate for general office, any member of the general assembly, or any Rhode Island political party, must file a "Vendor Affidavit" with the State of Rhode Island Board of Elections. Information about "Vendor Affidavits" and electronic filing is available at www.elections.ri.gov or Board of Elections, Campaign Finance, (401) 222-2056.

Binding Contract

A binding contract between the State of Rhode Island and the successful bidder will be formed by the issuance of a Purchase Order from the Division of Purchases, *and only by the issuance of a Purchase Order, and only to the extent of available funds.* The binding contract will incorporate and be subject to the terms and conditions of the solicitation, including the Invitation to Bid, the Instructions to Bidders, the Bid Preparation Checklist, the Request for Quote, the Bidder Certification Cover Form, the Agreement (if applicable to this solicitation), and also the Purchase Order. The successful bidder shall be authorized to commence work only upon the issuance of the Purchase Order and, in addition, an authorization from the user agency.

Compliance with Terms of Contract

Failure of the successful bidder to comply with the terms and conditions of any contract awarded pursuant to this solicitation may result in nonpayment, suspension or termination of the contract, suspension or debarment of the bidder, or any other necessary or appropriate remedy.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

Center General Complex

1511 Pontiac Avenue
Cranston, RI 02920-4407

TTY:

Via RI Relay 711

Lincoln D. Chafee
Governor
Charles J. Fogarty
Director

STATE CONTRACT ADDENDUM

RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING

PREVAILING WAGE REQUIREMENTS

(37-13-1 ET SEQ.)

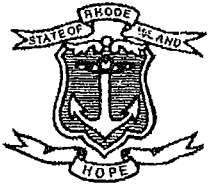
The prevailing wage requirements are generally set forth in RIGL 37-13-1 et seq. These requirements refer to the prevailing rate of pay for regular, holiday, and overtime wages to be paid to each craftsmen, mechanic, teamster, laborer, or other type of worker performing work on public works projects when state or municipal funds exceed one thousand dollars (\$1,000).

All Prevailing Wage Contractors and Subcontractors are required to:

1. Submit to the Awarding Authority a list of the contractor's subcontractors for any part or all of the prevailing wage work in accordance with RIGL § 37-13-4;
2. Pay all prevailing wage employees at least once per week and in accordance with RIGL §37-13-7 (see Appendix B attached);
3. Post the prevailing wage rate scale and the Department of Labor and Training's prevailing wage poster in a prominent and easily accessible place on the work site in accordance with RIGL §37-13-11; posters may be downloaded at www.dlt.ri.gov/pw/Posters.htm or obtained from the Department of Labor and Training, Center General Complex, 1511 Pontiac Avenue, Cranston, Rhode Island;
4. Access the Department of Labor and Training website, at www.dlt.ri.gov on or before July 1st of each year, until such time as the contract is completed, to ascertain the current prevailing wage rates and the amount of payment or contributions for each covered prevailing wage employee and make any necessary adjustments to the covered employee's prevailing wage rates effective July 1st of each year in compliance with RIGL §37-13-8;
5. Attach a copy of this CONTRACT ADDENDUM and its attachments as a binding obligation to any and all contracts between the contractor and any

An Equal Opportunity Employer/Program./Auxiliary aids and services are available upon request to individuals with disabilities.

TTY via RI Relay 711



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

Center General Complex
1511 Pontiac Avenue
Cranston, RI 02920-4407

Telephone; (401) 462-8000
TTY; Via RI Relay 711

Lincoln D. Chafee
Governor
Charles J. Fogarty
Director

subcontractors and their assignees for prevailing wage work performed pursuant to this contract;

6. Provide for the payment of overtime for prevailing wage employees who work in excess of eight (8) hours in any one day or forty (40) hours in any one week as provided by RIGL §37-13-10;
7. Maintain accurate prevailing wage employee payroll records on a Rhode Island Certified Weekly Payroll form available for download at www.dlt.ri.gov/pw.forms/htm, as required by RIGL §37-13-13, and make those records available to the Department of Labor and Training upon request;
8. Furnish the fully executed RI Certified Weekly Payroll Form to the awarding authority on a monthly basis for all work completed in the preceding month.
9. For general or primary contracts one million dollars (\$1,000,000) or more, shall maintain on the work site a fully executed RI Certified Prevailing Wage Daily Log listing the contractor's employees employed each day on the public works site; the RI Certified Prevailing Wage Daily Log shall be available for inspection on the public works site at all times; this rule shall not apply to road, highway, or bridge public works projects. Where applicable, furnish both the Rhode Island Certified Prevailing Wage Daily Log together with the Rhode Island Weekly Certified Payroll to the awarding authority.
10. Assure that all covered prevailing wage employees on construction projects with a total project cost of one hundred thousand dollars (\$100,000) or more has a OSHA ten (10) hour construction safety certification in compliance with RIGL § 37-23-1;
11. Employ apprentices for the performance of the awarded contract when the contract is valued at one million dollars (\$1,000,000) or more, and comply with the apprentice to journeyperson ratio for each trade approved by the apprenticeship council of the Department of Labor and Training in compliance with RIGL §37-13-3.1;
12. Assure that all prevailing wage employees who perform work which requires a Rhode Island trade license possess the appropriate Rhode Island trade license in compliance with Rhode Island law; and

An Equal Opportunity Employer/Program. /Auxiliary aids and services are available upon request to individuals with disabilities.

TTY via Rf Relay 711



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

Center General Complex
1511 Pontiac Avenue
Cranston, RI 02920-4407

Telephone: (401) 462-8000
TTY: Via RI Relay 711

Lincoln D. Chafee
Governor

Charles J. Fogarty
Director

13. Comply with all applicable provisions of RIGL §37-13-1, et. seq;

Any questions or concerns regarding this ~~CONTRACT ADDENDUM~~ should be addressed to the contractor or subcontractor's attorney. Additional Prevailing Wage information may be obtained from the Department of Labor and Training at www.dlt.ri.gov/pw.

CERTIFICATION

I hereby certify that I have reviewed this CONTRACT ADDENDUM and understand my obligations as stated above.

By: _____

Title: _____

Subscribed and sworn before me this ____ day of _____, 20__.

Notary Public
My commission expires: _____

An Equal Opportunity Employer/Program, /Auxiliary aids and services are available upon request to individuals with disabilities.

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APPENDIX A

TITLE 37

Public Property and Works

CHAPTER 37-13

Labor and Payment of Debts by Contractors

SECTION 37-13-5

§37-13-5 Payment for trucking or materials furnished - Withholding of sums due. -A contractor or subcontractor on public works authorized by a proper authority shall pay any obligation or charge for trucking and material which have been furnished for the use of the contractor or subcontractor, in connection with the public works being performed by him or her, within ninety (90) days after the obligation or charge is incurred or the trucking service has been performed or the material has been delivered to the site of the work, whichever is later. When it is brought to the notice of the proper authority in a city or town, or the proper authority in the state having supervision of the contract, that the obligation or charge has not been paid by the contractor or subcontractor, the proper authority may deduct and hold for a period not exceeding sixty (60) days, from sums of money due to the contractor or subcontractor, the equivalent amount of such sums certified by a trucker or materialman creditor as due him or her, as provided in this section, and which the proper authority determines is reasonable for trucking performed or materials furnished for the public works.

APPENDIX B

TITLE 37

Public Property and Works

CHAPTER 37-13

Labor and Payment of Debts by Contractors

SECTION 37-13-7

§ 37-13-7 Specification in contract of amount and frequency of payment of wages.

-(a) Every call for bids for every contract in excess of one thousand dollars (\$1,000), to which the state of Rhode Island or any political subdivision thereof or any public agency or quasi-public agency is a party, for construction, alteration, and/or repair, including painting and decorating, of public buildings or public works of the state of Rhode Island or any political subdivision thereof, or any public agency or quasi-public agency and which requires or involves the employment of employees, shall contain a provision stating the minimum wages to be paid various types of employees which shall be based upon the wages that will be determined by the director of labor and training to be prevailing for the corresponding types of employees employed on projects of a character similar to the contract work in the city, town, village, or other appropriate political subdivision of the state of Rhode Island in which the work is to be performed. Every contract shall contain a stipulation that the contractor or his or her subcontractor shall pay all the employees employed directly upon the site of the work, unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account, the full amounts accrued at time of payment computed at wage rates not less than those stated in the call for bids, regardless of any contractual relationships which may be alleged to exist between the contractor or subcontractor and the employees, and that the scale of wages to be paid shall be posted by the contractor in a prominent and easily accessible place at the site of the work; and the further stipulation that there may be withheld from the contractor so much of the accrued payments as may be considered necessary to pay to the employees employed by the contractor, or any subcontractor on the work, the difference between the rates of wages required by the contract to be paid the employees on the work and the rates of wages received by the employees and not refunded to the contractor, subcontractors, or their agents.

(b) The terms "wages", "scale of wages", "wage rates", "minimum wages", and "prevailing wages" shall include:

- (1) The basic hourly rate of pay; and
- (2)) The amount of:

(A) The rate of contribution made by a contractor or subcontractor to a trustee or to a third person pursuant to a fund, plan, or program; and

(B) The rate of costs to the contractor or subcontractor which may be reasonably anticipated in providing benefits to employees pursuant to an enforceable commitment to carry out a financially responsible plan or program which was communicated in writing to the employees affected, for medical or hospital care, pensions on retirement or death, compensation for injuries or illness resulting from occupational activity, or insurance to provide any of the foregoing, for unemployment benefits, life insurance, disability and sickness insurance, or accident insurance, for vacation and holiday pay, for defraying costs of apprenticeship or other similar programs, or for other bona fide fringe benefits, but only where the contractor or subcontractor is not required by other federal, state, or local law to provide any of the benefits; provided, that the obligation of a contractor or subcontractor to make payment in accordance with the prevailing wage determinations of the director of labor and training insofar as this chapter of this title and other acts incorporating this chapter of this title by reference are concerned may be discharged by the making of payments in cash, by the making of contributions of a type referred to in subsection (b)(2), or by the assumption of an enforceable commitment to bear the costs of a plan or program of a type referred to in this subdivision, or any combination thereof, where the aggregate of any payments, contributions, and costs is not less than the rate of pay described in subsection (b)(1) plus the amount referred to in subsection (b)(2).

(c) The term "employees", as used in this section, shall include employees of contractors or subcontractors performing jobs on various types of public works including mechanics, apprentices, teamsters, chauffeurs, and laborers engaged in the transportation of gravel or fill to the site of public works, the removal and/or delivery of gravel or fill or ready-mix concrete, sand, bituminous stone, or asphalt flowable fill from the site of public works, or the transportation or removal of gravel or fill from one location to another on the site of public works, and the employment of the employees shall be subject to the provisions of subsections (a) and (b).

(d) The terms "public agency" and "quasi-public agency" shall include, but not be limited to, the Rhode Island industrial recreational building authority, the Rhode Island economic development corporation, the Rhode Island airport corporation, the Rhode Island industrial facilities corporation, the Rhode Island refunding bond authority, the Rhode Island housing and mortgage finance corporation, the Rhode Island resource recovery corporation, the Rhode Island public transit authority, the Rhode Island student loan authority, the water resources board corporate, the Rhode Island health and education building corporation, the Rhode Island higher education assistance authority, the Rhode Island turnpike and bridge authority, the Narragansett Bay water quality management district commission, Rhode Island telecommunications authority, the convention center authority, the board of governors for higher education, the board of regents for elementary and secondary education, the capital center commission, the housing resources commission, the Quonset Point-Davisville management corporation, the Rhode Island children's crusade for higher education, the Rhode Island depositors economic protection corporation, the Rhode Island lottery commission, the Rhode Island

partnership for science and technology, the Rhode Island public building authority, and the Rhode Island underground storage tank board.



State of Rhode Island
Division of Purchases

Public Works
Bid Preparation Checklist

Date: 9/9/2016

Bid#: 7550938

Title: Sewage Grinder Service, DOA

This checklist is provided to assist the bidder in preparing a bid proposal for submission. It is not a substitute for a thorough review of the Instruction to Bidders nor a comprehensive list of all bid proposal requirements. Each bidder is responsible to review the Instructions to Bidders and to comply with all requirements of the Solicitation.

Bid Proposal Package:

- ☒ RIVIP Bidder Certification Cover Form (completed) signed in ink
- ☒ Bid Form
 - All applicable blank spaces on the Bid Form have been completed
 - All Addenda have been acknowledged
 - Bid price printed legibly in ink (in both words and figures that match where specified)
 - Erasures or corrections have been initialed by person signing the Bid Form
 - Bid Form is signed in ink
- ☐ Bid Surety
 - Bid bond or certified check (for DOT projects, bid bond only)
 - Bid surety is five percent of the bid total (or such other specified amount)
 - Bid Bond is signed by the bidder and surety
 - Power of Attorney is attached to the Bid Bond showing the name of person who signed the surety bond
- ☒ Public Copy of bid proposal in pdf format on a read-only CD-R media disk
- ☐ General Contractor Apprenticeship Certification Form "2013-14" (for projects \$1,000,000 and greater) required at time of bid proposal submission

Note: General Contractor Apprenticeship Re-Certification and Certification Form "2013-16" and Subcontractor Apprenticeship Certification Form "2013-15" are not required at time of bid proposal submission deadline.

- ☒ Applicable professional licenses (as specified in the Solicitation)
- ☐ Rhode Island Contractor Registration Board No.
- ☒ All bid proposal documents in a sealed envelope with the specific Solicitation #, Solicitation title, and the bid proposal submission deadline marked in the upper left hand corner of the envelope
- ☒ Each bid proposal submitted in a separate sealed envelope
- ☒ Completed Form W-9
- ☐ Other _____

Buyer Name: John F. O'Hara II

Contact Information: 401-574-8125

STATE OF RHODE ISLAND
FORM W-9 PAYER'S REQUEST FOR TAXPAYER
IDENTIFICATION NUMBER AND CERTIFICATION



THE IRS REQUIRES THAT YOU FURNISH YOUR TAXPAYER IDENTIFICATION NUMBER TO US. FAILURE TO PROVIDE THIS INFORMATION CAN RESULT IN A \$50 PENALTY BY THE IRS. IF YOU ARE AN INDIVIDUAL, PLEASE PROVIDE US WITH YOUR SOCIAL SECURITY NUMBER (SSN) IN THE SPACE INDICATED BELOW. IF YOU ARE A COMPANY OR A CORPORATION, PLEASE PROVIDE US WITH YOUR EMPLOYER IDENTIFICATION NUMBER (EIN) WHERE INDICATED.

Taxpayer Identification Number (T.I.N.)

Enter your taxpayer identification number in the appropriate box. For most individuals, this is your social security number.

Social Security No. (SSN)

Employer ID No. (EIN)

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NAME

ADDRESS

CITY, STATE AND ZIP CODE

PAYMENT REMITTANCE ADDRESS, IF DIFFERENT FROM THE ADDRESS ABOVE

ADDRESS

CITY, STATE AND ZIP CODE

CERTIFICATION: Under penalties of perjury, I certify that:

- (1) The number shown on this form is my correct Taxpayer Identification Number (or I am waiting for a number to be issued to me), **and**
- (2) I am not subject to backup withholding because either: (A) I am exempt from backup withholding, or (B) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (C) the IRS has notified me that I am no longer subject to backup withholding.
- (3) I am a U.S. citizen or other U.S. person (as defined by the IRS).

Certification Instructions -- You must cross out item (2) above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item (2) does not apply.

Please sign here and provide title, date and telephone number:

SIGNATURE _____ **TITLE** _____ **DATE** _____ **TEL NO** _____
Original Signature Required (Digital Signature Not Acceptable)

BUSINESS DESIGNATION:

Please Check One: Individual ☐ Corporation ☐ Trust/Estate ☐ Government/Nonprofit Corporation ☐
Partnership ☐ Medical Services Corporation ☐ Legal Services Corporation ☐
LLC Tax Classification: Single Member (Individual) ☐ Partnership ☐ Corporation ☐

TIPS:

NAME: Be sure to enter your full and correct legal name as shown on your income tax return for the SSN or EIN provided.

ADDRESS, CITY, STATE AND ZIP CODE: If you operate a business at more than one location, adhere to the following:

- 1) Same EIN with more than one location -- attach a list of location addresses with remittance address for each location and indicate to which location the year-end tax information return should be mailed.
- 2) Different EIN for each different location -- submit a completed W-9 form for each EIN and location. (One year-end tax information return will be reported for each EIN and remittance address.)

Mail Completed Form To:
Supplier Coordinator
Purchasing Department
One Capitol Hill, 2nd Floor
Providence RI 02908

Or Email To: doa.pursuppliercoordinator@purchasing.ri.gov

For State Use Only:

IRS _____ RI SOS _____ FED _____ Other _____
RI Supplier # _____ Approved _____
Date Entered _____ Entered By _____